



Clermont County Public Health

Prevent. Promote. Protect.
**Clermont County General Health District
Board of Health Meeting**

The Clermont County Board of Health held its monthly meeting on January 14, 2026. Dr. Janet Rickabaugh, Vice President, called the meeting to order at 3:33 p.m. Dr. Rickabaugh led the Board Members and guests in the Pledge of Allegiance.

Call to Order: Dennis Brown, absent
Dr. Janet Rickabaugh, present
Steve Meadors, present
Dr. Joseph Khan, present
Trevor Seal, absent

Others present included Tim Kelly, Assistant Health Commissioner of Environmental Health Services; Maalini Vijayan, Assistant Health Commissioner of Community Health Services; Dr. James Kaya, Medical Director; Dr. Tara Jimison, Director of Nursing; Brian Williamson, Director of Environmental Health; Tom Racke, Plumbing Director; Tyler Braasch, Director of Water and Waste; Krista Rose, Communications Coordinator; Katrina Stapleton, Fiscal Officer; and others listed on Attachment #1.

CONSENT AGENDA:

Mr. Kelly stated a consent agenda was prepared for the board and asked if any member wanted items moved to the non-consent agenda for further discussion and consideration. No members requested further discussion of items on the consent agenda. Mr. Kelly recommended approval of the following items:

- 1. Approval of Board of Health Meeting Minutes from December 10, 2025 –** Recommendation to approve the minutes of the December 10, 2025, Board of Health meeting as presented.
- 2. Accept the Resignation of Jessica Johnson, Administrative Assistant II –** Recommendation to accept the resignation of Jessica Johnson, Administrative Assistant II, effective January 2, 2026.
- 3. Approval to Appoint Ashley Longbottom as a Registered Environmental Health Specialist-in-Training in the Water and Waste Division –** Recommendation to appoint Ashley Longbottom as a Registered Environmental Health Specialist-in-Training in the Water and Waste Division at the salary indicated on the attached salary sheet, contingent on successful completion of all pre-employment checks. (Attachment #2)

Mr. Meadors made a motion to approve consent agenda items #1 through #3. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variances:

Isolation Distance at 6695 Loveland Miamiville, Miami Township (45-V-25) – Mr. Braasch stated PF Gunning Inc. requested an isolation distance variance to construct a split-

mound household sewage treatment system approximately seven feet from the property line at 6695 Loveland Miamiville, Miami Township (45-V-25). Staff recommended approval.

The system would serve a new five-bedroom home. The parcel was narrow; therefore, the mound split needed to be in three sections. Landon Case, a representative of PF Gunning Inc., stated they looked at ways to decrease the home design to four bedrooms; however, that still required the three sections. In order to reduce the mound size to a traditional two-split, the home size would need to be reduced to three bedrooms, which was not feasible.

Mr. Meadors made a motion to approve constructing a split-mound household sewage treatment system approximately seven feet from the property line at 6695 Loveland Miamiville, Miami Township (45-V-25). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #3)

Isolation Distance at 1480 Ginn Road, Washington Township (1-V-26)- Mr. Braasch stated Dan A. Krage requested an isolation distance variance to construct a driveway three feet from the septic tank of the existing sandfilter system at 1480 Ginn Road, Washington Township (1-V-26). Staff recommended disapproval. Mr. Krage would also be connecting a new three-bedroom home to the existing system; however, since the home that was previously connected to the system was also three bedrooms and the system was property sized, a variance was not needed for the connection.

Mr. Krage explained that he cleared the top layer of soil approximately three feet from the existing septic tank in preparation for the driveway; however, when he learned of the isolation distance requirements outlined in ORC 3709.29.06(G), he ended the gravel driveway well before ten feet during installation.

After further discussion and clarification, it was determined an isolation distance variance was not needed. The Board took no action on this matter. (Attachment #4)

Mr. Braasch advised Mr. Krage that while he did not need a variance to connect the new home to the existing system, if more than twenty feet of building sewer were replaced during the connection, an alteration permit was required.

PUBLIC COMMENT:

No members of the public were present to offer comments.

NON-CONSENT AGENDA (continued):

Second Reading of a Resolution to Revise Local Onsite Sewage Treatment System Regulation 415 – Mr. Kelly indicated that while a formal public hearing on the revision to Local Onsite Sewage Treatment System Regulation 415 was not required, Mr. Braasch did send the revised regulation to all registered installers and service providers. No comment had been received. Mr. Kelly held the second reading of the resolution to revise Local Onsite Sewage Treatment System Regulation 415 by title only.

Approval of the Sick Leave Utilization Reward Program – Mr. Kelly reminded the Board that the sick leave utilization reward program for 2025 was approved last January. Staff receiving rewards for low sick leave usage in 2025 included:

16 hours or less-\$800: Andrew Jansen, John Mentzel, Paul Sanders, Katrina Stapleton, and Kimmy Williams

Prorated 12.8 hours or less-\$640: Katherine Schneider

Prorated 9.6 hours or less-\$480: Misty Louderback, Kristi Rank, and Annabelle Terrell

Prorated 14.4 hours or less \$300: Patty Perry

24 hours or less40 hours or less-\$300: Chris Boss and Jessica Johnson

This represented a total of \$6,980.00 that would be paid to employees for good attendance. Mr. Kelly reminded the Board that the sick leave reward program is approved on a year-to-year basis and requested the Board approve the continuation of the sick leave reward program for 2026.

Dr. Khan made a motion to approve the continuation of the Sick Leave Utilization Reward Program for 2026. The motion was seconded by Mr. Meadors. The vote was all ayes; motion carried. (Attachment #5)

Approval and Payment of Bills – Mr. Kelly presented a list of the Health District’s invoices paid in December 2025 for consideration. Following the Board’s review and discussion, Mr. Meadors made a motion to approve the bills as presented. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

DISCUSSION:

Health District’s 2025 Close of Year Financial Standing – Ms. Stapleton stated the 2026 fiscal year ended with a \$4.2 million cash balance. She reported the agency’s cash balance represents a reserve of 79% of the total 2026 appropriated budget, which leaves the agency secure. Overall, cash reserves increased by \$275,532.88.

Approximately 27% of the cash balance was in funds that were restricted to grant activities or restricted fee-based programs. She stated this meant the remaining 79% of the cash reserves were unrestricted funds that could be used as the Board deemed fit.

Ms. Stapleton reminded the Board that the benchmarked reserve for the general fund was 100% of the year’s appropriated expenses and 25% of expenses for all other funds. Twelve of the agency’s fourteen met or exceeded the target reserve.

Ms. Stapleton stated she would be working on the 2027 Budget Proposal to be presented to the Board at the February 11, 2026, meeting.

Board Member’s Term Expiring- Mr. Kelly reported Dr. Khan’s term on the Board would expire on March 31, 2026, and asked if he would like the District Advisory Council to consider

him for another term. Dr. Khan indicated that due to other commitments, he would not seek reappointment. However, he understood the potential difficulty in finding another physician who met the requirements set forth in the Ohio Revised Code and would be willing to serve until a replacement was found. Dr. Khan indicated that if a replacement was not appointed at the March 19, 2026, District Advisory Council meeting, he would like the Board to consider adjusting the regular meeting time to allow him to fulfill his other commitments.

ADDITIONAL INFORMATION:

SAMHSA Grant Clawback – Ms. Vijayan learned that the Substance Abuse and Mental Health Services Administration (SAMHSA) issued termination letters cancelling hundreds of previously awarded federal grants supporting mental health, substance use, and related services. These terminations are part of a broader realignment of federal grants with current priorities, and the situation is still evolving. The Association of Ohio Health Commissioners (AOHC) and the National Association of City and County Health Officials (NACCHO) were actively working to identify which grants were impacted, the dollar amounts involved, the programs affected, and which local health departments were impacted. There was a possibility that funding supporting the Clermont County Syringe Services Program (SSP) could be affected, as it is a SAMHSA-awarded grant. Ms. Vijayan was in contact with the grantor to better understand potential impacts and next steps to take appropriate actions locally.

Dr. Khan asked what would happen to the SSP if funding ceased. Ms. Vijayan explained that supply levels would be evaluated to estimate how long the SSP Clinic would be able to serve the clients with existing inventory. Then it would be up to the Board to determine if and for how long the program should be supported using local funds.

Health Commissioner Update- Mr. Meadors asked how Health Commissioner Nesbit was recovering after her recent medical procedure. Mr. Kelly stated the procedure went well, and Ms. Nesbit had begun working remotely on an intermittent, but fairly regular, basis.

Temporary Closure of the Clermont County Family Support Center- Dr. Jimison informed the Board that the Clermont County Family Support Center, which houses the Community Health Services Branch of Clermont County Public Health, was closed at 3:15 p.m. on January 13, 2026, due to a sewer backup. The building reopened on January 14, 2026, and normal services resumed.

Adjournment:

Mr. Meadors made a motion to adjourn the meeting at 4:23 p.m. Dr. Khan seconded the motion. The vote was all ayes; motion carried.



SECRETARY



RESPECTFULLY SUBMITTED